

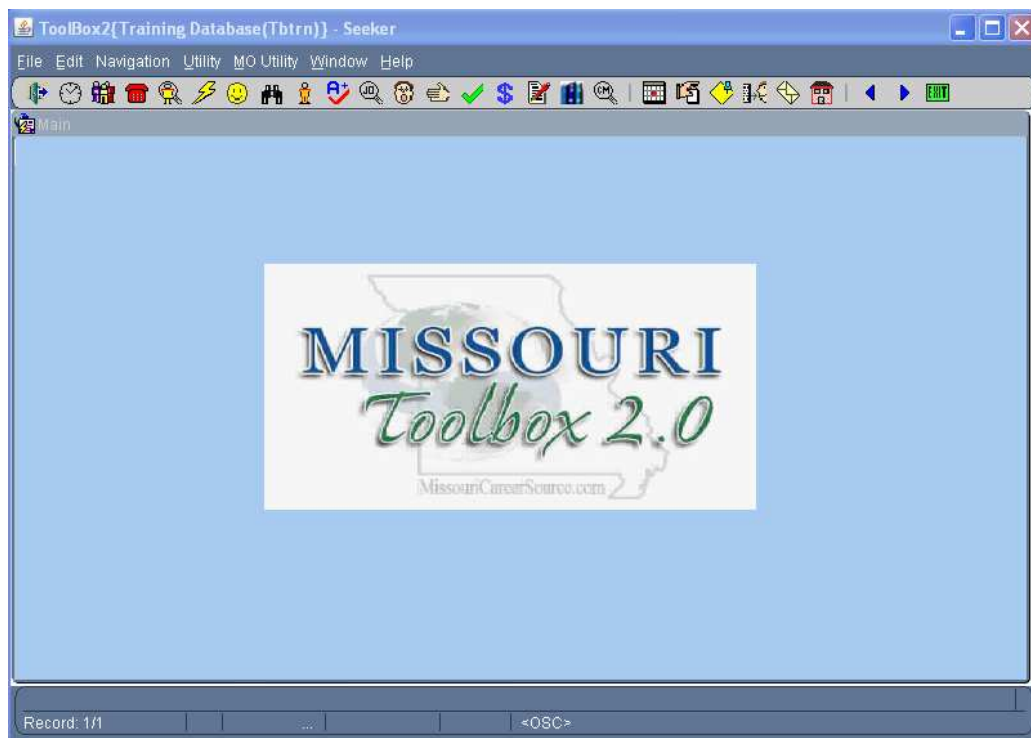
# JOB SEEKER REGISTRATION TOOLBOX 2.0

**To be considered a “complete” job seeker registration, the following tabs must be completed:**

- Basic
- Vet/Mig
- Desired Emp
- Job Info and Emp His.

**To enhance the job matching system, Education and Skills tabs also need to be completed.**

## Registering a Job Seeker



*Figure 1: Toolbox 2.0 Seeker Screen*

## Step-by-Step:

- 1) To begin a job seeker registration click on  Seeker Entry Screen.

*Figure 2: Seeker Entry Basic Screen*

## Step-by-Step:

- 1) Follow the cursor to each field and enter the seeker information.
- 2) Click on “Save” button.

**REMINDER:** As the cursor is moved to each field, read the “help” field at the bottom of the screen for what is needed, Ex: mm/yyyy, mm/dd/yy. Click on F1 for more help.

**NOTE:** The Veteran & Migrant Worker screen is used to enter veteran status information and migrant worker codes. **(Refer to Veteran’s Desk Aid)**

***Figure 3: Seeker Entry Screen  
Veteran and Migrant Worker Entry***

## Step-by-Step:

- 1) Enter “Y” in the Veteran fields that apply. For veterans with active service history, list the dates of service.
- 2) There are 3 types of Migrant workers. Enter the correct type when applicable.
- 3) Click on “Save” button.

The Desired Employment screen is used to enter O\*NET titles related to work experience and desire employment. Registers are used to link seeker to employers.

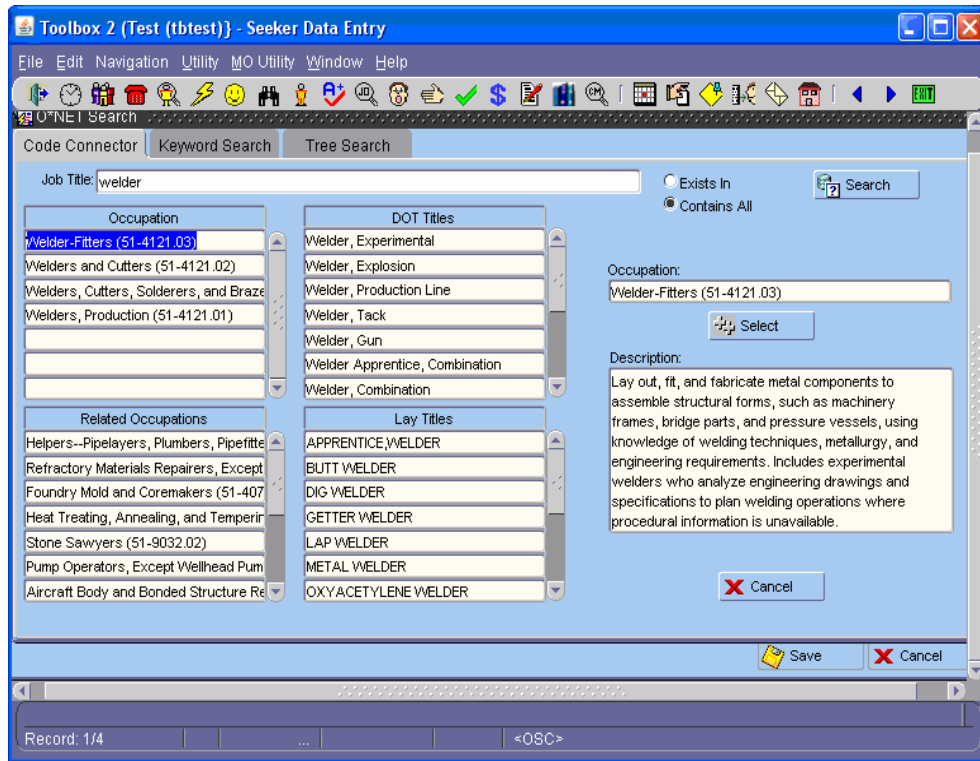
*Figure 4: Seeker Entry Desired Employment Screen*

## Step-by-Step:

- 1) Enter the seeker "Objective Statement".
- 2) Enter "O\*NET Titles" the job seeker would like to include. Include months of experience if applicable.
- 3) Enter any "Registers" that the seeker desires.
- 4) Click on "Save" button.

**A major component of completing the desired employment is selecting occupation (O\*NET) Job Titles.** The O\*NET Search pop-up includes:

- Three different screens to help you select an O\*NET. The "Code Connector", "Key Word" Search and "Tree" Search.
- Code Connector allows the worker to enter a job title and see Occupations, Related Occupation, DOT Titles and Lay Titles.
- Keyword search allows the worker to enter key words to help find the O\*NET title.
- Tree search allows workers to look for O\*NET's within the O\*NET families using a tree.



*Figure5: O\*NET Search Pop-up Screen*

## Step-by-Step:

- 1) Press the “Select” button when the correct occupation has been chosen.
- 2) Click the “Save” button.

The Job Information screen is used to set the seeker desired work requirements.

Toolbox 2 (Test (tbtest)) - Seeker Data Entry

File Edit Navigation Utility MO Utility Window Help

Basic Vet/Mig Desired Emp Job Info Emp His Education Eligibility Skills

Per:  ♦ Minimum Salary:  7.00

♦ Commission:  N

♦ Available to Work:  P

♦ Shifts:  E

Work Saturday:  N Sunday:  N

Live At Worksite:  N

♦ Domestic Jobs:  N

Lifting:  2

Access to Car:  N

Will Relocate:  N

♦ Has Drivers License:  Y

Commercial Class:  A

Endorsements:

Save Cancel

*Figure 6: Seeker Entry Job Information Screen*

## Step-by-Step:

- 1) Enter the Minimum Salary
- 2) Enter a "N" or "Y" if the seeker is willing to work for Commission
- 3) In the Available to Work blank, enter a "F" for full time, "P" for part time, "T" for temporary, "S" for seasonal, "R" for PRN.
- 4) In the Shifts, enter an "E" for evening, "D" for Day, "N" for Night, "R" for Rotating, or "S" for Split shifts.
- 5) Enter a "N" or "Y" for Domestic Jobs
- 6) Enter a "N" or "Y" if the seeker has a Drivers License
- 7) Click on "Save" button

The Employment History screen is where the job seeker's past jobs are entered.

Seeker Data Entry

Basic Vet/Mig Desired Emp Job Info Emp His Education Eligibility Skills

◆ Employer Name: McDonalds  
City: Jefferson City State: MC  
Start Date: 06/07 End Date: Months: Print on  
Hours Per Week: 20 Per: H Ending Salary: 7.00 Res: Y  
◆ Job Title: Fry Cook  
◆ Job Description/Duties/Tools: Deep fryer and fry grill, cash register. Prepare enough fries so the customer does not have to wait for them. Help co-workers prepare food for customers and always with a smile.

◆ Employer Name: City: State: Start Date: End Date: Months: Print on  
Hours Per Week: Per: Ending Salary: Res:

◆ Job Title: ◆ Job Description/Duties/Tools:

◆ Employer Name: City: State: Start Date: End Date: Months: Print on  
Hours Per Week: Per: Ending Salary: Res:

◆ Job Title: ◆ Job Description/Duties/Tools:

Delete Save Cancel

Enter the job description, duties and tools used (FF)  
Record: 1/1 <OSC>

*Figure 7: Seeker Entry Employment History Screen*

## Step-by-Step:

- 1) Enter the seeker employment information for every job they have had in the past.
- 2) Enter "Employment Name", "City" and "State".
- 3) Enter the employment "Start" and "End Dates", "Months Worked", "Hours Worked Per Week" and the "Ending Salary".
- 4) Select "Y" in the "Res" field if the seeker wants the job to display on their resume.
- 5) Enter the "Job Title" and a "Description" of the job duties the seeker performed while at that job.
- 6) Click "Save" button.

The Education tab is used to enter Schooling/Education History, Licenses & Certificates, Accomplishments and Other Education Information.

Seeker Data Entry

Basic Vet/Mig Desired Emp Job Info Emp His **Education** Eligibility Skills

◆ In School: ☒ Y ◆ Years of School: 11

◆ Degree: N City: Jefferson City ST: MO Country: Date Completed: Major Code: Minor Code:

◆ Degree: City: ST: Country: Date Completed: Major Code: Minor Code:

Certificates/Licenses

C or L	Code	Description	State	Date

Accomplishments

School Name: Type of Education: State: Date Received:

School Name: Type of Education: State: Date Received:

Transaction complete: 1 records applied and saved.  
Record: 1/1 <OSC>

*Figure 8: Seeker Entry Education Screen*

## Step-by-Step:

- 1) Specify if the seeker is still in school and how many years of schooling they have completed. (“Y” for yes; “N” for no)
- 2) For each educational record list enter the “Degree Type”, “School Name”, “Address”, as well as the “Major/Minor” and the “Completion Date”.
- 3) Enter any certificates or licenses (“L” for license; “C” for certificate).
- 4) Double click to choose the license of certification from the List of Values (LOV) to insure that the record is searchable for a match.
- 5) Enter any seeker “Accomplishments”.
- 6) Enter any other education received at the bottom of the screen.
- 7) Click on “Save” button.



The Eligibility tab is used to enter information that may create barriers to employment

Seeker Data Entry

Basic Vet/Mig Desired Emp Job Info Emp His Education Eligibility Skills

Disabled: N

Employment Barrier: N

Large Layoff: N

♦ Out of Workforce: N

♦ Lost Assistance: N

♦ Lack Marketable Work Skills: Y

LEP:

Additional Comments: Kyle is interested in welding and needs training in that field.

Save Cancel

Seeker's additional comments (FF)

Record: 1/1 ... <OSC>

*Figure 9: Seeker Entry Eligibility Screens*

## Step-by-Step:

- 1) Enter a “Y” if the seeker is disabled and their disability is a barrier to employment.
- 2) Enter “Y” if the seeker has been involved in a “Large Layoff”, been “Out of the Workforce” more than 8 years, or “Lost Assistance”.
- 3) Enter “Y” if the seeker “Lack Marketable Work Skills”.
- 4) If the seeker has “Limited English Speaking” skills, enter their primary language.
- 5) “Additional Comments” related to employment can be added.
- 6) Click on the “Save” button.

The Skills tab is used to enter skills that the job seeker possesses.

Seeker Data Entry

Basic Vet/Mig Desired Emp Job Info Emp His Education Eligibility Skills

Skill Code	Skill Description
MIG	MIG Welding

Delete

Save Cancel

Code for seeker's skills or tools owned (LOV)

Record: 1/1 ... List of Valu... <OSC>

*Figure 10: Seeker Entry Skills Screens*

## Step-by-Step:

- 1) If the seeker has completed an employment registration form and entered skill codes, use those forms to enter the skills the job seeker possess.
- 2) Double click in the "Skill Code" column to find the "List of Skills".
- 3) Double click on the skills category, select the skills that apply to the job seeker.
- 4) Click the "Save" button.